



EmpowHR

Functionality

EmpowHR is a human capital management system that fully supports the achievement and effective delivery of the human capital goals of the President's Management Agenda. EmpowHR is an integrated suite of commercial and Government applications that support all critical Human Resources (HR) components in a single enterprise system. It provides comprehensive employee information enabling Agencies to:

- Utilize a suite of HR core and non-core solutions.
- Provide more cost-effective and configurable workflow approval process.
- Allow Payroll/Personnel System (PPS) (data base of record) to EmpowHR data synchronization.
- Utilize EmpowHR history correction and incorporate history data loads.
- Provide streamlined processing and mass processing.
- Use Interface/Integration.
- Access full administrative reporting and tracking of all transaction workflow.

Advantages

- Allows the Agency to focus resources on important mission-related activities rather than time-consuming, manual personnel office processing.
- Offers an advantageous environment where efficient and effective solutions can be quickly leveraged across the Federal enterprise.
- Table-driven environment affords rapid implementation of changing HR rules and practices.
- Features a robust COTS (Commercial off-the-shelf)-based front-end system utilizing Oracle/PeopleSoft's pure Internet/Web-based architecture.

- Facilitates easy sharing of information between and among HR, payroll, financial management, and related functions.

Roles

HR professionals will use EmpowHR to enter all position information, personnel actions, performance appraisals, awards, and employee addresses for accessions and payroll documents such as health/life insurance benefits, electronic payroll deposits, and Combined Federal Campaign (CFC) contributions. Agencies have multiple roles available in EmpowHR for managing work/assignments. The roles most frequently used in EmpowHR are:

- Initiator
- Employee
- Manager
- Reviewer
- Approver
- HR Staff
- Workflow Administrator
- Security Administrator

The screenshot displays the EmpowHR web application interface. At the top, there is a navigation bar with links for Home, Worklist, Add to Favorites, and Sign out. Below this is a breadcrumb trail: avorties | Main Menu | PAR Processing | Hire Employee. The main content area is titled 'Data Control' and includes tabs for Personal Data, Job, Position, Compensation, Employment 1, Employment 2, and Benefit Data. The 'Data Control' form is for a new employee record (Empl ID: NEW, Empl Record: 0). It contains various input fields and buttons for data entry and processing. Key fields include: Effective Date, Proposed Effective Date, Transaction Status (set to InProgress), Auth Date, Contact Emplid, Action (set to Hire), Reason, Code, NOA Code, Authority (1) and (2), NTE Date, PAR Request #, PAR Status (set to PRO), and Agency Type (set to Federal). There are also buttons for 'Print SF-52', 'Print SF-50', 'Add/View Attachment', 'Save', 'Notify', 'Previous tab', and 'Next tab'. At the bottom, there are links for 'PAR Remarks', 'Award Data', 'Tracking Data', 'Justification', and 'GPPA Website'.

Supported Browsers

EmpowHR is a Web-based application that can be accessed by logging in through a Web browser. As a USDA/NFC application, EmpowHR supports using:

- ✓ Microsoft Edge
- ✓ Chrome
- ✓ Safari
- ✓ Firefox

Security

Various processes are used to protect the integrity of the data, identity of the users, and eliminate the risk of outside penetration. EmpowHR automatically signs users off the application after a defined period of inactivity.

Request for Access

To access EmpowHR, you must have authorized security clearance. Users must request access through their Agency's security officer.

Online Resources

Procedure manuals and associated documentation are available on the NFC System Documentation Page (<https://help.nfc.usda.gov/>).

Contact Us



<https://www.usda.gov>



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